



## **PUBLIC WORKS TEAM LEADER**

### **Purpose:**

To actively support and uphold the City's stated mission, vision, and values. To lead and participate in the work of Public Works maintenance staff; to coordinate related activities and projects; and to identify, analyze and resolve problems related to daily operations and maintenance.

### **Supervision Received and Exercised:**

Receives general supervision from higher level supervisory and management staff.

Exercises functional and technical direction over maintenance staff and temporary employees.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Lead and participate in all related aspects of maintenance for assigned area;
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Identify areas needing repair and maintenance, and take corrective action;
- Assist in the development of guidelines and requirements for projects; assist with the preparation of specifications for contracts; monitor the work of maintenance contractors; ensure compliance with contract conditions;
- Assist with the training and evaluation of crew members; prepare payroll records and other personnel related documents;
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency;

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- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Assist management to observe and enforce the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances;
- Assist in preparation of the workgroup budget;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work;
- Regularly inspect and evaluate operations and activities in assigned areas of responsibility; coordinate and assist in the implementation of equipment for needed maintenance, repairs and preventative maintenance and take corrective action;
- Provide input to a daily work plan based on changing conditions and priorities; inform staff of process changes and adjustments as required to meet variable conditions as directed by the management; obtain and provide support for area of assignment during critical events such as equipment or component failure or other problems;
- Assist with and participate in safety programs as required by OSHA including job hazard assessments, training, use of proper personal protective equipment and MSDS documentation; assist and coordinate other training programs and encourage compliance with existing training and/or certification requirements; facilitate cross training between various skills/trades;
- Operate equipment as required utilizing proper safety precautions related to all work performed;
- Establish and maintain cohesive and effective working relationships with facility patrons and contracted users of specialty facilities as well as the general public;

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- Assist with oversight of volunteer program in appropriate work areas; monitor volunteer work assignments and projects; review work product along with methods and procedures;
- Coordinate, contribute and use best management practices;
- Perform related duties as assigned.

**Minimum Qualifications:**

**Experience:**

Three years of full-time professional experience in the maintenance of municipal infrastructure systems including but not limited to landscape, park, golf course, sports field, transportation, and construction.

**Education:**

Equivalent to completion of twelfth grade. Training in a field related to core duties of the position is highly desirable.

**Licenses/Certifications:**

Requires the possession and maintenance of a valid driver's license.

Requires the possession and maintenance, or obtain within 180 days of hire, of an Arizona Structural Pesticide Applicator License in categories 3 and 4.

**Examples of Physical and/or Mental Activities:**

- Lift heavy objects – up to 50 lbs.
- Operate city vehicles
- Operate city equipment such as riding mower, backhoe, aerial lift
- Work alone for extended periods of time
- Operate power tools such as push mowers, jackhammers, drills, chain saws and blowers
- Use tools such as hammers, wrenches, shovels saws and wheel barrels
- Operate computers and other office machines using repetitive hand/eye movement
- Climb stairways and ladders
- Traverse uneven surfaces during site visits
- Work out-of doors in inclement weather during site visits
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.

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- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to blood and airborne pathogens; bodily fluids, etc. while emptying trash cans and cleaning park sites
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc from PVC glue, pesticides, graffiti remover
- Work extended hours

**Competencies:**

<http://www.tempe.gov/home/showdocument?id=26274>

**Job Code: 522**

**Status: Non-Exempt / Classified**